

# ORAL COMMUNICATION SKILLS EVALUATION FORM

Class: \_\_\_\_\_

Student: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Topic: \_\_\_\_\_

## SCORE

	<b>SPEAKING SKILLS</b>	
ABOVE AVERAGE (3)	Good speaking skills – clear enunciation, good volume; enthusiastic	
AVERAGE (2)	Average speaking skills – mostly clear enunciation, adequate volume; average enthusiasm	
BELOW AVERAGE (1)	Did not speak well – unclear enunciation, volume too soft; little to no enthusiasm	
	<b>NONVERBALS</b>	
ABOVE AVERAGE (3)	Sustained eye contact and seldom used notes; no distracting mannerisms	
AVERAGE (2)	Used eye contact with some note referral; a few distracting mannerisms	
BELOW AVERAGE (1)	Infrequent eye contact and read notes; numerous distracting mannerisms	
	<b>CLARITY OF MATERIAL</b>	
ABOVE AVERAGE (3)	Material clear and understandable	
AVERAGE (2)	Material fairly clear; a few points of confusion	
BELOW AVERAGE (1)	A few points understandable; a lot of confusion	
	<b>ATTENTION-KEEPING INFORMATION</b>	
ABOVE AVERAGE (3)	Audience interest maintained throughout	
AVERAGE (2)	Interesting most of the time – boring in a few places	
BELOW AVERAGE (1)	A few points of interest – dry and boring overall	
	<b>ORGANIZATION</b>	
ABOVE AVERAGE (3)	Topics flowed well, well connected, orderly transitions	
AVERAGE (2)	Topics flowed fairly well, adequately connected, adequate transitions	
BELOW AVERAGE (1)	Topics not connected or some jumping around	
Total Score: _____		
MEAN SCORE: _____		

**Comments:** \_\_\_\_\_

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